



ARIZONA STATE SENATE
Fifty-Fifth Legislature, Second Regular Session

FACT SHEET FOR H.B. 2587

public records; point of contact

Purpose

Requires any entity that is subject to a public records request to provide the contact information of the employee authorized to provide the requested information on the entity's website. Requires the authorized employee to reply within five business days acknowledging receipt of the request.

Background

All officers and public bodies must maintain all records reasonably necessary or appropriate to maintain an accurate knowledge of official activities and of any activities that are supported by public monies ([A.R.S. § 39-121.01](#)). Public records must be open to inspection by any person at all times during office hours ([A.R.S. § 39-121](#)). Permanent public records of Arizona, a county, city or town or other political subdivision must be transcribed or kept on paper or other material which is of durable or permanent quality and which conforms to standards established by the Director of the Arizona State Library, Archives and Public Records ([A.R.S. § 39-101](#)).

There is no anticipated fiscal impact to the state General Fund associated with this legislation.

Provisions

1. Requires any entity that is subject to a public records request to provide the name, telephone number and email address of the authorized employee or department that is able to provide the requested information or forward the request to an employee or department that can provide the requested information.
2. Requires the entity make the contact information available to the public on the entity's website.
3. Requires, except for entities that maintain a centralized online public records portal, the employee or department who is authorized and able to provide requested information to reply within five business days acknowledging receipt of the request.
4. Becomes effective on the general effective date.

House Action

GE	1/26/22	DP	7-1-4-1
3 rd Read	2/23/22		49-10-1

Prepared by Senate Research
March 16, 2022
MH/HW/slp